

**JOB DESCRIPTION**  
**MURFREESBORO COMMUNITY DEVELOPMENT OFFICE**  
**COMMUNITY DEVELOPMENT DIRECTOR**

1.     **JOB TITLE:**           COMMUNITY DEVELOPMENT DIRECTOR

2.     **DEFINITION:**     The Community Development Director is a Department Head employee and is responsible for coordinating a broad range of activities related to housing and economic development to include administering the Community Development Block Grant, HOME Program Funds, Emergency Shelter Grant and other funding obtained by the Community Development Department. This employee works directly with HUD, Tennessee Housing Development Agency, in carrying out housing activities and community and economic development activities. This employee works under the direction of the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to blood borne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post accident, return to duty and follow-up drug and alcohol testing.

3.     **EQUIPMENT/JOB LOCATION**

- a.     The Community Development Director must be capable of operating modern office equipment including but not limited to a personal computer, typewriter, calculator copier, facsimile machine and multi-line telephone system.
- b.     The majority of the work will be performed in the Community Development Office; however, the employee will occasionally be required to attend meeting both in and out of the City, to visit homes where rehabilitation work is being performed and to traverse terrain that is both improved and unimproved. Work is performed in a smoke-free environment.

4.     **ESSENTIAL FUNCTIONS OF THE JOB:**

- a.     Supervises, trains, evaluates and disciplines employees of the Community Development Department.
- b.     Reviews and approves applicants for assistance through programs offered by the Community Development Department.
- c.     Reviews and approves grant payments for approved and funded program applicants.
- d.     Prepares multi-year and annual plans as required by HUD.
- e.     Prepares and submits Performance Evaluation Reports as required by HUD.
- f.     Informs the public of proposed use of funds and receives any comments from the public which are communicated to HUD.
- g.     Conducts at least two public hearings per year to allow the public to participate in decisions about how to use taxpayers' money.
- h.     Directs and participates in the search for new community revenue sources; applies for grants and for special projects, manages the budget, and insures compliance with grant requirements.
- i.     Operates an automobile for the purpose of touring construction sites.

- j. Ensures City's compliance with applicable regulations and grant requirements through accurate and comprehensive knowledge of same.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs other duties and special projects as assigned.

**6. KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Bachelor's Degree from an accredited college or university with a major in Public Administration, Planning, Business or related field and five years of related experience or, any equivalent education, combination of experience and training to provide the requisite knowledge, skill and abilities for this position is required.
- b. Knowledge of the laws, policies and principles of community and economic development.
- c. Knowledge of the methods and principles of economic development, housing rehabilitation, funding methods and tax issues.
- d. Knowledge of the body of federal and state laws on community and economic development and related sources of funds.
- e. Knowledge of the methods and principles of homeless assistance.
- f. Ability to influence, persuade, coordinate, delegate and negotiate with various individuals and organizations.
- g. Ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public.
- h. Must have legal authorization to work in the United States.
- i. Must possess a driver's license valid in the State of Tennessee.
- j. Not have been discharged or released under any other than Honorable Discharge from any of the armed forces of the United States.
- k. Skill in effectively communicating with people of diverse cultural and educational backgrounds, including appointed and elected officials and employees on all levels.
- l. Have a good reputation for and the ability to maintain confidentiality.
- m. Ability to attend Council and other meetings outside of regular working hours.
- n. Ability to exercise good judgment in evaluating situations and making decisions.
- o. Skill in public speaking.
- p. Ability to make financial and budgetary decisions.
- q. Excellent human relation skills with the ability to communicate courteously and effectively, both orally and in writing, with the public, elected officials, department heads and other employees of the City and the media.
- r. Temperament and good judgment to effectively deal with the public, some whom may be irate and unreasonable.
- s. Ability to perform the duties of the job for a complete workday.
- t. Ability to report to work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.

Exempt  
Non-Safety Sensitive  
June 29, 2006